

How to Print a Class Roster in Skyward Student

First Login into your Skyward Grade book~ You will see this screen below

1. Click on Reports drop down arrow.

2. Look under **Grade book**:
Choose **Grade Sheet Report**

3. Select:
980-Curr Term; Blank Grade Sheet: 14 Font

4. Select:
Click on Print

Status will say Queued
(see example below)

| Date | Time | Report Description | Class | V | W | Status | Proc Time |
|----------------|----------|--------------------|-------------------------|---|---|--------|-----------|
| 09/03/2009 Thu | 11:47 AM | Grade Sheet Report | 5100/01 LANG COMPOSITIO | N | 1 | Queued | 00:00:00 |

Click on **Display Report**

The screenshot shows a software interface with a table of report processing status. A modal window titled 'Report Finished Processing' is displayed in the center, indicating that the 'Grade Sheet Report' has finished processing. Below the message, there are two buttons: 'Display Report' and 'Back'. A red callout box points to the 'Display Report' button. On the right side of the interface, there is a vertical menu with options: Refresh, View, Delete, Convert to Excel, View Process Status, and Back. A red callout box points to the 'View' option in this menu.

| Date | Time | Report | Class | V | W | Status | Proc Time |
|----------------|----------|--------------|-------------------------|---|---|-----------|-----------|
| 09/03/2009 Thu | 11:47 AM | Grade Sheet | 5100/01 LANG COMPOSITIO | N | | Completed | 00:00:01 |
| 09/02/2009 Wed | 10:01 PM | Class Roster | 5100/01 LANG COMPOSITIO | N | | Completed | 00:00:01 |
| 09/02/2009 Wed | 9:57 PM | Attendance | 5100/01 LANG COMPOSITIO | N | | Completed | 00:00:01 |
| 09/02/2009 Wed | 9:56 PM | Attendance | 5100/01 LANG COMPOSITIO | N | | Completed | 00:00:01 |

Click on View if the Display Report option doesn't come

The screenshot displays a 'Grade Sheet Report' for Linda Butts, covering the 2009-2010 school year, Period 2, Room # R107. The report includes a header with the teacher's name, course (5100 / 01 LANG COMPOSITIO), and report date (09/03/09). Below the header is a table with 14 rows, each representing a student. The first column contains student numbers (01-14), and the subsequent columns represent different classes or periods. The table is currently empty of data.

| Student | Class 1 | Class 2 | Class 3 | Class 4 | Class 5 | Class 6 | Class 7 | Class 8 | Class 9 | Class 10 | Class 11 | Class 12 | Class 13 | Class 14 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|
| 01. | | | | | | | | | | | | | | |
| 02. | | | | | | | | | | | | | | |
| 03. | | | | | | | | | | | | | | |
| 04. | | | | | | | | | | | | | | |
| 05. | | | | | | | | | | | | | | |
| 06. | | | | | | | | | | | | | | |
| 07. | | | | | | | | | | | | | | |
| 08. | | | | | | | | | | | | | | |
| 09. | | | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | | |

Here is what the roster looks like. Now you can print.

The screenshot shows a menu with the following options: Print, Export to Excel, Back, Add a new Template, View parameters of Template, Clone Template, Select Different Students, and Select Different Classes. A red callout box points to the 'Select Different Classes' option.

Notes:

1. You can go back to this screen and Select Different Classes to print a roster for if you are team teaching.
2. You can also add your own template if you want to create your own report.